



TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

OUR MISSION

Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION

Leading the nation
in service to justice.

*The United States District Court
is an equal opportunity employer.*

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

| | |
|------------------------------|-------------------------|
| Position: | Managing Attorney |
| Classification Level: | CL 31 |
| Salary Range: | \$101,326 - \$155,500 |
| Location: | Los Angeles, California |
| Opening Date: | October 10, 2013 |
| Closing Date: | October 17, 2013 |
| Number of Positions: | One |
| Vacancy Number: | 14-02 |

The United States District Court for the Central District of California is a federal trial court that serves seven counties and a population of approximately 18.7 million people, nearly half of the population of the State of California. The Court is the site of many high-profile trials. The District has three divisional offices located in Los Angeles, Santa Ana, and Riverside, 28 authorized District Judges, 9 Senior Judges, 24 authorized Magistrate Judges, and 1 authorized part-time Magistrate Judge in Santa Barbara. This position reports to the Chief Deputy of Judicial Services.

POSITION OVERVIEW

This position is located in the Judicial Services Unit in the Clerk's Office of the United States District Court. The Managing Attorney provides all legal services to Clerk of Court through management and supervision of the legal services unit. The Managing Attorney functions with a high degree of independence and manages the legal services with broad direction from the Chief Deputy of Judicial Services.

REPRESENTATIVE DUTIES

- Serve as director of the legal services unit (composed of the Capital Habeas department, Alternative Dispute Resolution department and Criminal Justice Act department and other legal staff). Initiate, organize, and conduct legal programs provided by Clerk's Office. Assist the Clerk's Office to create and explore options to provide substantial benefits to the Court, Clerk's Office and Bar. Work with the Judges, court and clerk's office staff and Bar to clarify issues, identify underlying concerns, and develop an understanding of their respective needs and interests. Assist the Court in drafting local rules and general orders. Review, analyze, and evaluate all existing and proposed amendments to general orders, local rules, court policies, court operations procedures and court forms; share evaluation with the interested parties. Staff court committees as necessary and requested.
- Answer questions about the Federal Rules, local rules, and general orders. Supervise capital habeas and pro se prisoner litigation filings, the alternative dispute resolution program, special projects, the Criminal Justice Act and other

- areas requiring legal expertise. Educate the public and bar about court programs. Advise on legal issues presented by judges or other court staff.
- Prepare statistical reports concerning the referral and disposition of capital habeas, pro se prisoner litigation and ADR cases, as needed.
 - Staff, attend and/or participate in meetings.

QUALIFICATIONS

Five years of progressively responsible administrative, supervisory, managerial or professional work in a court is desired. Strong legal and court procedural experience and training required. Strong supervisory experience, leadership and management qualities, and excellent verbal and written communication skills required. The Court seeks a person with vision and integrity, and a desire to achieve and maintain a high degree of professional excellence in an environment of individualized and court-wide services to 62 judicial officers.

EDUCATION

A law degree and Bar membership required.

BENEFITS

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the court's web site at www.cacd.uscourts.gov. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. Due to the volume of applications received, the court will only communicate with those individuals who are selected to participate in the interview process. Applicants selected to interview must travel at their own expense. Visit the court's web site at www.cacd.uscourts to download the job application, or obtain by calling our 24-hour job information line at (213) 894-2904. Please submit an employment application, resume, cover letter, and writing sample to:

District Court Executive
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012
Refer to: Vacancy No. 14-02

